

**BAY HEAD BOARD OF EDUCATION**  
**AUDITOR'S MANAGEMENT REPORT**  
**COUNTY OF OCEAN**  
**JUNE 30, 2017**

**Robert A. Hulsart & Company**  
**Certified Public Accountants**  
**2807 Hurley Pond Road, Suite 100**  
**Wall, New Jersey 07719**

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND PERFORMANCE**

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*Robert A. Hulsart and Company*

1.

CERTIFIED PUBLIC ACCOUNTANTS

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ROBERT A. HULSART, C.P.A., R.M.A., P.S.A.  
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**REPORT OF INDEPENDENT AUDITORS**

Honorable President and Members  
of the Board of Education  
Bay Head School District  
County of Ocean, New Jersey

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards, issued by the comptroller General of the United States, the general-purpose financial statements of the Board of Education of the Bay Head School District in the County of Ocean, for the year ended June 30, 2017, and have issued our report thereon dated November 21, 2017.

As part of our audit, we performed procedures required by the New Jersey Department of Education and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the Bay Head Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

\_\_\_\_\_  
Licensed Public School Accountant  
No. 322  
**ROBERT A. HULSART AND COMPANY**

November 21, 2017

## ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

### Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Education, the records of the various funds under the auspices of the Board of Education.

### Administrative Practices and Procedures

#### Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20; Insurance Schedule contained in the district's CAFR.

#### Officials Bond

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Patricia A. Christopher	Business Administrator	\$ 140,000
Patricia A. Wojcik	Treasurer	140,000
Laurie M. Considine	Board Secretary	140,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees.

#### Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made the necessary adjustments in regards to these changes.

### Financial Planning, Accounting and Reporting

#### Examination of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

#### Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Account. (Net salary and agency are held in one account).

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator.

### **Reserve for Encumbrances and Accounts Payable**

A review of outstanding issued purchase orders was made as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

### **Board Secretary's Records**

Our review of the financial and accounting records maintained by the Board Secretary disclosed no reportable conditions.

### **Treasurer's Records**

The Treasurer's records were in agreement with the records of the Board Secretary.

### **Other Special Federal and/or State Projects**

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

Our audit of the federal and state funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects. The study of compliance for special projects indicated no areas of noncompliance.

### **T.P.A.F. Reimbursement**

Our audit procedures included a test of the semi monthly reimbursement forms filed with Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

### **School Purchasing Programs**

#### **Contracts and Agreements Requiring Advertisement for Bids**

Effective July 1, 2015 N.J.S. 18A:18A-3 was amended to read as follows:

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$29,000.00 the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L. 1971, c.198 (C.40A:11-9) the board of education may establish that the bid threshold may be up to \$40,000.00. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

## **School Purchasing Programs (Continued)**

### **Contracts and Agreements Requiring Advertisement for Bids (Continued)**

Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. N.J.S. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

N.J.S. 18A:18A-4 is amended to read as follows:

- a. Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law.

Effective July 1, 2015 and thereafter the bid threshold in accordance with N.J.S.A. Transportation 18A:39-3 is currently \$18,800.00.

The board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4.

### **Student Body Activities**

Our review of the student activity funds found no exceptions.

### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income, and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

### **Pupil Transportation**

Our procedures included a review of transportation related contracts. Based on our review, the district complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related contracted services.

**Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(g) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification. The results of our procedures are summarized in the Summary of Expenditure Coding Testing.

**Follow-up on Prior Years' Findings**

There were no prior year audit findings.

**Acknowledgment**

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to the members of the audit staff.

**2% Calculation of Excess Surplus**

2016-17 Total General Fund Expenditures Per the CAFR	\$ 3,621,508
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(255,657)</u>
Adjusted 2016-17 General Fund Expenditures	<u>\$ 3,365,851</u>
2% of Adjusted 2016-17 General Fund Expenditures	<u>\$ 67,317</u>
Enter Greater of Above or \$250,000	\$ 250,000
Increased by Allowable Adjustments	<u>13,869</u>
Maximum Unassigned/Undesignated – Unreserved Fund Balance	<u>\$ 263,869</u>

**Section 2**

Total General Fund – Fund Balance @ 6-30-17	\$ 1,181,234
Decreased by:	
Restricted Fund Balance:	
Other Reserves	(722,961)
Encumbrances	(126,549)
Assigned Fund Balance:	
Designated for Subsequent Years Expenditures – Excess Surplus	(54,859)
Designated for Subsequent Years Expenditures	<u>(12,996)</u>
Total Unassigned Fund Balance	<u>\$ 263,869</u>
Reserved Fund Balance – Excess Surplus	<u>\$ 0</u>

**Section 3**

Designated for Subsequent Years Expenditures – Excess Surplus	<u>\$ 54,859</u>
	<u>\$ 54,859</u>

**Detail of Allowable Adjustment**

Extraordinary Aid	<u>\$ 13,869</u>
	<u>\$ 13,869</u>

**Detail of Other Restricted Fund Balance**

Maintenance Reserve	\$ 213,959
Capital Reserve	334,869
Emergency Reserve	<u>174,133</u>
Total Other Restricted Fund Balance	<u>\$ 722,961</u>



**BAY HEAD SCHOOL DISTRICT**

**APPLICATION FOR STATE SCHOOL AID SUMMARY**

Sheet 1 of 2

**ENROLLMENT AS OF OCTOBER 15, 2016**

	2017-2018 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported On A.S.S.A. on Roll		Reported on Workpapers on Roll		Errors		Sample Selected from Workpapers		Verified Per Registers on Roll		Errors Per Registers on Roll		Reported On A.S.S.A. as	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	0	Shared	Full	Shared	Full	Shared	Full	Shared	Private Schools			
Full Day Kindergarten	11		11				11		11							
One	15		15				15		15							
Two	8		8				8		8							
Three	7		7				7		7							
Four	12		12				12		12							
Five	18		18				18		18							
Six	15		15				15		15							
Seven	19		19				19		19							
Eight	18		18				18		18							
Subtotal	<u>123</u>	<u>0</u>	<u>123</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>123</u>	<u>0</u>	<u>123</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Special Ed. - Elementary	3		3				3		3							
Special Ed. - Middle School	3		3				3		3				1	1	1	
Special Ed.- High School																
Subtotal	<u>6</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
Totals	<u>129</u>	<u>0</u>	<u>129</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>129</u>	<u>0</u>	<u>129</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
Percentage Error					<u>0%</u>	<u>0%</u>										<u>0%</u>

**BAY HEAD SCHOOL DISTRICT**

**APPLICATION FOR STATE SCHOOL AID SUMMARY**

**ENROLLMENT AS OF OCTOBER 15, 2016**

LOW INCOME - N/A

LEP STUDENTS - N/A

	<u>Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Subtotal	-	-	-	-	-	-
Special Ed. - Elementary						
Special Ed. - Middle School						
Subtotal						
Totals						
Percentage Error			<u>0%</u>			<u>0%</u>

	<u>Transportation</u>					
	<u>Reported on DRTRS by DOE/County</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>
Reg. - Public Schools	0	0		0	0	
Reg. Special Ed.	0	0		0	0	
Transported - Non-Public	0	0		0	0	
Special Ed. With Special Needs	1	1		1	1	
Totals	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

	<u>Reported</u>	<u>Recalculated</u>
Avg. Mileage - Regular Including Grade PK Students Part A	16.7	16.7
Special Average - Special Education With Special Needs	12.2	12.2